QUICK TIP

PLACING ORDERS FOR RADIOLOGY INTERPRETATION OF OUTSIDE STUDIES – NON-PHYSICIANS

The following steps explain how a front desk user or nurse can place an outside interpretation order for a physician until a fix has been implemented to allow them to place the order themselves.

If the user is a scheduler/front desk staff and has access to Anc Orders....

1. Access Anc Orders via the path Epic > Radiology > Anc Orders

2. Search for the patient by name or MRN

For more quick tips, visit maestro.duke.edu and look for “Ambulatory Quick Tips” in the left-hand navigation.
3. **Click the New Order button**

4. **Enter the ordering provider, the order (of the form [modality] [body part] outside interpretation), answer the required questions, and click Accept**

5. **Provider information and your name should fill in on the next screen, click Accept again**
6. **The procedure will auto-schedule, denoted by the calendar icon**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2013</td>
<td>07/15/13 12:20...</td>
<td>US OB less than 12 weeks single gestation</td>
</tr>
<tr>
<td>7/2013</td>
<td>07/17/13 3:05 AM</td>
<td>CATH Left Heart Cath</td>
</tr>
<tr>
<td>8/2013</td>
<td>07/18/13 8:30 AM</td>
<td>CT body outside interpretation</td>
</tr>
<tr>
<td>2013</td>
<td>01/03/13 12:00...</td>
<td>CT abdomen pelvis dual with contrast</td>
</tr>
</tbody>
</table>

If user is a nurse and does not have access to Anc Orders....

1. Enter the patient’s chart
2. Click on the Visit Navigator tab along the left side of the chart
3. Enter the Orders section of the navigator, and search for the order (of the form [modality] [body part] outside interpretation)
4. Click the After Visit checkbox with the house icon on the top, and select your order that has the house icon next to it

5. Answer all required questions and click Sign, **ensuring the Status is set to “Future”**

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6. You will be required to associate a diagnosis from the visit with the order but clicking in the box where the order and diagnosis intersect. Click Sign

7. Choose an order mode of Verbal with Readback on the next screen. The ordering provider information and your name should populate this next screen automatically. Click Accept
8. Navigate to Chart Review from the tab on the left, filter by Imaging Orders, and ensure that the order has auto-scheduled.

In both of the above cases, the ordering provider will receive an In Basket message to cosign the placement of the order, as the user is not a provider and does not have the ability to authorize orders.